

INSTRUCTIONS FOR ONLINE PHD ENROLMENT

ENROLMENT

- Go to the link <https://segreteriaonline.unisi.it/> and click on “**Login**” in the yellow menu on the left below “**Restricted Area**”
- Enter username and password
- Click on “**Segreteria**” in the yellow menu on the left and then click on “**Enrolment**”
- Click on the blue button “**Continue**”
- Select type of degree programme: “**Doctoral Programme**”
- Click on “**Continue**”
- Select name of Doctoral Programme and click on “**Continue**”
- On the page “Enrolment: Self-Declaration and Privacy Policy” click on “Accept”
- Check and amend your personal details if necessary and consent to the processing of your personal data. Next click on [**Confirm**]
- Check identity document and click [**Continue**]
- Declare any invalidity
- Attach photograph
- On the page “Details of qualifications required” check the details and click on “**Continue**”
- On the page “**Enrolment: Enrolment details**” fill in the required details and click on “**Continue**”
- To continue, check and confirm the summary of details on the page “**Confirm previous selections**”
- Click on [**Confirm**]
- On the page “Documents to support the enrolment application” attach the required documents and click on “**Continue**”
- Enter any exemptions and click [**confirm and continue**]
- Check the summarised details entered during the enrolment procedure



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- **Make payment** (students benefitting from exemption are nevertheless obliged to pay the telematic stamp duty by MAV for the amount of 16.00 euros)

- by credit card (immediate payment)

- by MAV payment form (the MAV form must be printed and used for payment at any bank counter in Italy).

The MAV can be paid:

_____ at any bank counter

_____ via home banking – MAV payment

_____ at enabled ATMs

- Print enrolment summary